



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Delivery Order

Order Date: 07-10-2024

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CDO 0506 3022 WIC2200000003 18	Procurement Folder:	1015822
Document Name:	BerryDunn Product Management Services for WIC Crossroads MIS	Reason for Modification:	Change Order 01 - Cost Neutral movement of hours between line items
Document Description:	BerryDunn Product Management Services for WIC Crossroads MIS		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0511 HHR2100000003 18
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000100150	Requestor Name:	Billie S Hancock		
BERRY DUNN MCNEIL & PARKER LLC 2211 CONGRESS ST		Requestor Phone:	304-356-4097		
PORTLAND ME 04102		Requestor Email:	billie.s.hancock@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">25</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>			
Vendor Contact Phone:	6813138905			Extension:	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - NUTRITION SERVICES 350 CAPITOL ST, RM 515 CHARLESTON WV 25301-3717 US

Total Order Amount:	\$1,381,155.00
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Purchasing Division's File Copy

CH 7/10/24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tina K 7/12/24*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *7-12-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

BerryDunn Product Management Services for WIC Crossroads MIS System

Change Order 01 - Cost Neutral movement of hours between line items

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101600	0.00000		\$0.0000	\$7,830.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-18	2024-09-30				

Commodity Line Description: Contract Manager: Base Year One

Extended Description:

Contract Manager

Hourly Rate: \$270.00
29 Hours

Nicole Becnel

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101600	0.00000		\$0.0000	\$49,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-18	2024-09-30				

Commodity Line Description: Project Principal: Base Year One

Extended Description:

Project Principal: Base Year One

Hourly Rate: \$215.00
232 Hours

Charlie Leadbetter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101600	0.00000		\$0.0000	\$948,325.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-18	2024-09-30				

Commodity Line Description: Co-Product Manager: Base Year One

Extended Description:

Co-Product Manager: Base Year One

Hourly Rate: \$175.00
5419 Hours

Julie Sullivan
Warren Graver
Danni Ricks

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101600	0.00000		\$0.0000	\$174,240.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Business Analyst: Base Year One

Extended Description:
Business Analyst: Base Year One

Hourly Rate: \$80.00
2178 Hours

Andrew Oliver

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101600	0.00000		\$0.0000	\$176,592.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Staff Support: Base Year One

Extended Description:
Staff Support: Base Year One

Hourly Rate: \$80.00
2207.4 Hours

Erica Hoffman

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101600	0.00000		\$0.0000	\$24,288.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2022-05-18	2024-09-30				

Commodity Line Description: Editing/QA: Base Year One

Extended Description:
Editing/QA: Base Year One

Hourly Rate: \$80.00
303.6 hours

Mary Corley
Carolyn del Vecchio
Christine Fisher
Karla Fossett
Carole Ann Guay
Molly Hawkinson
Kyle Melton
Bethany Pike
Jordan Ramsey
Jon Williams
Caitlin Cabral



June 24, 2024

To Whom It May Concern,

BerryDunn is submitting a cost-neutral Change Request (CR) for the West Virginia Bureau for Public Health, Office of Nutrition Services, Crossroads User Group Product Management Office (CDO WIC22*03). The purpose of this cost-neutral CR is to reallocate 400 hours from the General Project Manager commodity line and add the cost equivalent balance to the Support Staff commodity line.

Please let me know if you have any questions or would like to discuss the content of this request for the Product Management Office.

We are pleased to have the opportunity to continue providing important project management and subject matter expert services to the State of West Virginia.

Best Regards,

DocuSigned by:
Nicole Y. Becnel
4E322B84203F4C8...

Nicole Becnel

Principal

(681) 313- 8905



MEMORANDUM

DATE: June 24, 2024

TO: Heidi Staats, Director, Office of Nutrition Services, Bureau for Public Health (BPH)

CC: Amy Atkins, Deputy Commissioner, BPH

Danny Thompson, Deputy Commissioner and Chief Financial Officer, BPH

FROM: Nicole Becnel, Principal, BerryDunn

SUBJECT: Office of Nutrition Services Crossroads User Group Product Management Office No-Cost Hours Reallocation Change Request

Change Request (CR): BerryDunn is submitting this cost-neutral Change Request (CR) for the Office of Nutrition Services, Crossroads User Group Product Management Office (CDO WIC22*03).

The purpose of this CR is to reallocate 400 hours from the General Project Manager commodity line and add the cost equivalent balance of 875 hours to the Support Staff commodity line.

The tables below show a comparison of the estimate provided in the original SOW and the proposed reallocation of hours.

Table 1: Comparison of Original and Reallocated Resource Costs

Role	Original SOW			Change	Role	Proposed Reallocation		
	Rate	Total Hours	Cost			Rate	Total Hours	Cost
EM - Contract Manager	\$270	29.00	\$7,830.00	0.0	EM - Contract Manager	\$270	29.0	\$7,830.00
LPM - Project Principal	\$215	232.00	\$49,880.00	0.0	LPM - Project Principal	\$215	232.0	\$49,880.00
GPM - Co-Product Manager	\$175	5,819.00	\$1,018,325.00	-400.0	GPM - Co-Product Manager	\$175	5419.0	\$948,325.00
SS - Business Analyst	\$80	1,740.00	\$139,200.00	438.0	SS - Business Analyst	\$80	2178.0	\$174,240.00
SS - Staff Support	\$80	1,740.00	\$139,200.00	467.4	SS - Staff Support	\$80	2207.4	\$176,592.00
SS - Editing/QA	\$80	334.00	\$26,720.00	-30.4	SS - Editing/QA	\$80	303.6	\$24,288.00
Total		9,894.00	\$1,381,155.00				10,369.00	\$1,381,155.00



Table 2: Original Hours and Cost with Hours and Cost Utilized to Date and Extension Balance

Role	Rate	Original Total Hours	Original Total Cost	Total Estimated Hours Utilized to Date*	Total Estimated Cost Utilized to Date	Estimated Extension Hours Balance	Estimated Extension Balance
EM - Contract Manager	\$270	29.0	\$7,830.00	-	\$0.00	29.0	\$7,830.00
LPM - Project Principal	\$215	232.0	\$49,880.00	130.0	\$27,950.00	102.0	\$21,930.00
GPM - Co-Product Manager	\$175	5,819.0	\$1,018,325.00	2,524.9	\$441,857.50	3,294.1	\$576,467.50
SS - Business Analyst	\$80	1,740.0	\$139,200.00	840.7	\$67,256.00	899.3	\$71,944.00
SS - Staff Support	\$80	1,740.0	\$139,200.00	1,616.8	\$129,344.00	123.2	\$9,856.00
SS - Editing/QA	\$80	334.0	\$26,720.00	139.2	\$11,136.00	194.8	\$15,584.00
Total		9,894.0	\$1,381,155.00	5,251.6	\$677,543.50	4,642.4	\$703,611.50

*Estimated project hours used based on May 2024 Invoices

Table 3: Monthly Estimated Hours with Reallocation by Role

Month #	EM - Contract Manager	LPM - Project Principal	GPM - Co-Product Manager	SS - Business Analyst	SS - Staff Support	SS - Editing/QA	Est. Hours Per Month	Est. Cost Per Month
Month 1	-	1.0	186.0	75.0	77.0	11.0	350.0	\$ 45,805.00
Month 2	-	4.0	186.0	75.0	77.0	11.0	353.0	\$ 46,450.00
Month 3	-	12.0	186.0	75.0	77.0	11.0	361.0	\$ 48,170.00
Month 4	-	9.0	186.0	75.0	77.0	11.0	358.0	\$ 47,525.00
Month 5	-	7.5	186.0	75.0	77.0	10.0	355.5	\$ 47,122.50
Month 6	-	5.0	186.0	75.0	77.0	10.0	353.0	\$ 46,585.00
Month 7	-	4.0	186.0	75.0	77.0	10.0	352.0	\$ 46,370.00
Month 8	-	2.0	186.0	75.0	77.0	10.0	350.0	\$ 45,940.00
Month 9	-	5.0	186.0	75.0	77.0	10.0	353.0	\$ 46,585.00
Month 10	-	2.0	186.0	75.0	75.0	10.0	348.0	\$ 45,780.00
Month 11	-	4.0	186.0	75.0	75.0	11.0	351.0	\$ 46,290.00
Month 12	-	3.5	186.0	75.0	75.0	11.0	350.5	\$ 46,182.50
Month 13	-	4.0	186.0	75.0	75.0	11.0	351.0	\$ 46,290.00
Month 14	-	4.0	186.0	75.0	75.0	10.0	350.0	\$ 46,210.00
Month 15	-	6.0	186.0	75.0	75.0	10.0	352.0	\$ 46,640.00
Month 16	-	5.0	186.0	75.0	75.0	10.0	351.0	\$ 46,425.00
Month 17	-	4.0	186.0	75.0	75.0	10.0	350.0	\$ 46,210.00
Month 18	-	10.0	186.0	75.0	75.0	10.0	356.0	\$ 47,500.00
Month 19	-	2.5	186.0	75.0	75.0	11.0	349.5	\$ 45,967.50



Month #	EM - Contract Manager	LPM - Project Principal	GPM - Co-Product Manager	SS - Business Analyst	SS - Staff Support	SS - Editing/QA	Est. Hours Per Month	Est. Cost Per Month
Month 20	-	6.0	186.0	75.0	75.0	11.0	353.0	\$ 46,720.00
Month 21	-	6.0	186.0	75.0	75.0	11.0	353.0	\$ 46,720.00
Month 22	3.0	15.0	186.0	75.0	75.0	10.0	364.0	\$ 49,385.00
Month 23	3.0	15.0	191.0	75.0	77.4	10.0	371.4	\$ 50,452.00
Month 24	3.0	15.0	191.0	75.0	77.0	10.0	371.0	\$ 50,420.00
Month 25	4.0	16.0	191.0	75.0	77.0	10.0	373.0	\$ 50,905.00
Month 26	4.0	16.0	191.0	75.0	77.0	11.0	374.0	\$ 50,985.00
Month 27	4.0	16.0	191.0	76.0	77.0	11.0	375.0	\$ 51,065.00
Month 28	4.0	16.0	186.0	76.0	77.0	11.0	370.0	\$ 50,190.00
Month 29	4.0	16.5	186.0	76.0	77.0	10.6	370.1	\$ 50,265.50
Total	29.0	232.0	5,419.0	2,178.0	2,207.4	303.6	10,369.0	\$ 1,381,155.00

Table 4: Resource Allocations with Requested Changes

Role	Project Resources	Rate	Total Est Hours	Total Est Cost
EM	Contract Manager Nicole Becnel	\$270	29.0	\$ 7,830.00
LPM	Project Principal Charlie Leadbetter	\$215	232.0	\$ 49,880.00
GPM	Co-Product Manager Julie Sullivan	\$175	696.0	\$ 121,800.00
GPM	Co-Product Manager Danni Ricks	\$175	4723.0	\$ 826,525.00
SS	Business Analyst Andrew Oliver	\$80	2178.0	\$ 174,240.00
SS	Staff Support Erica Hoffman	\$80	1177.0	\$ 94,160.00
SS	Staff Support Melissa Chapusette	\$80	1030.4	\$ 82,432.00
SS	Editing/QA Janine DiLorenzo	\$80	60.8	\$ 4,864.00
SS	Editing/QA KD Dobyne	\$80	30.4	\$ 2,432.00



Role	Project Resources	Rate	Total Est Hours	Total Est Cost
SS	Editing/QA Carole Ann Guay	\$80	30.4	\$ 2,432.00
SS	Editing/QA Caitlin Cabral	\$80	30.4	\$ 2,432.00
SS	Editing/QA Emily Hendrickson	\$80	30.4	\$ 2,432.00
SS	Editing/QA Alycia Minshall	\$80	30.4	\$ 2,432.00
SS	Editing/QA Jordan Ramsey	\$80	30.4	\$ 2,432.00
SS	Editing/QA Jon Williams	\$80	30.4	\$ 2,432.00
SS	Editing/QA Caitlin Cabral	\$80	30.0	\$ 2,400.00
Total			10369.0	\$ 1,381,155.00

Approved:
[Signature]
Director, ONS
6/28/24


Agreed

[Signature]



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
Office of Central Finance

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

TO: Office of Shared Administration
FROM: Stephanie Romano
CFU Procurement Associate 
DATE: May 31, 2024
RE: Late Justification for CDO WIC2200000003 CO1

To Whom It May Concern:

We are being asked to justify the late submission of the above referenced Central Delivery Order change order. The change request was received by our office on 2/9/2024. The change was entered in OASIS at that time but a need for invoices to be paid and difficulties with validation in Oasis required discarding the document. Several issues delayed the payment of those invoices and I received the okay to move forward with the change order entry on 5/16/24 but again had difficulty getting it to validate on the system and have worked on it repeatedly. I am learning with each challenge and the trouble shooting I encountered on this one will give me better knowledge to process documents of this type more quickly in the future.

We respectfully ask for your consideration of this request and look forward to hearing from you soon.

Thank you.

*Backbook
copy
TB*





STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Nutrition Services


Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Justin Davis
Interim Commissioner

MEMORANDUM

TO: Bryan Rosen
Director of Purchasing, Office of Shared Administration

THROUGH: Trey Morris
Director of Purchasing, Department of Health

FROM: Heidi E. Staats, MSW 
Director, Office of Nutrition Services, WIC Program

DATE: Apr 19, 2024

RE: CDO WIC23*03 Change Order Request

The purpose of this memorandum is to request a change order for CDO WIC22*03 to reallocate 400 hours from the General Project Manager commodity line and add the cost equivalent balance to the Support Staff commodity line, to complete services for the Office of Nutrition Services (ONS). Change Order is being requested in order to: 1) reallocate 400 hours from the General Project Manager commodity line; and 2) add the cost equivalent balance of 875 hours to the Support Staff commodity line. This Change Order will abide by all other terms and conditions as set forth in the CDO.

Per Federal regulations, WV WIC must inform the eligible WIC population, and inform agencies and organizations that deal with significant numbers of potentially eligible persons, including health and medical organizations, hospitals, and clinics. The ONS work with BerryDunn meets these federal regulations as well as Nutrition Service Standard 21: 1) comply with federal requirements related to outreach; 2) target relevant agencies, businesses, organizations, and populations; and 3) develop and foster positive relationships with community partners and other entities that interface with WIC participants.

All programs and projects under ONS are 100% federally funded by the USDA FNS.

Your consideration of our request is greatly appreciated. If you have any questions or need any additional information, you may contact Destiny White at 304-352-0982, or via email at Destiny.S.White@wv.gov.



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>7/10/24</u> Solicitation No. <u>CDO WIC22*03</u>	Agency: WV Department of Health & Human Resou <hr/> Procurement Officer Submitting Requisition: Heather White <hr/> Requisition No. CDO WIC22*3 CO1 <hr/> PF No.: 1015822
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Crystal Husted

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"BERRY, DUNN, MCNEIL & PARKER, LLC" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

BERRY, DUNN, MCNEIL & PARKER, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/8/2008		1/8/2008	Foreign	Profit			

Organization Information			
Business Purpose	5511 - Management of Companies and Enterprises - Management of Companies and Enterprises - Management of Companies and Enterprises Including Offices of Bank Holding Companies and Other Holding Companies		
Charter County	Kanawha	Control Number	0
Charter State	ME	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	2211 CONGRESS STREET PORTLAND, ME, 04102 USA
Type	Address

Officers	
Type	Name/Address
Member	CHARLES K. LEADBETTER III 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SETH E. WEBBER 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	KATHY PARKER, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Member	SARAH BELLIVEAU, C.P.A. 2211 CONGRESS STREET PORTLAND, ME, 04102
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
BERRY DUNN	TRADENAME	3/21/2011	
BERRY, DUNN, MCNEIL & PARKER, PLLC	TRADENAME	11/5/2019	
DBA Name	Description	Effective Date	Termination Date

Annual Reports
Filed For
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, June 28, 2024 — 2:51 PM

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